

Dinnington St John's Town Council

Minutes of the Community Committee Meeting held on 24th November 2025 at 7.00pm in the Committee Room, Council Offices

Present: Cllr L Clarke (Chair), Cllr D Booth, Cllr D Smith, Cllr F Walden,

Apologies: Cllr J Hall, Cllr Z Lowe and Cllr K Smallwood

In attendance: A. Wilson (Locum Town Clerk), L. Warne (Asst Clerk), C. Radford (Administrator),
1 member of public attended.

C66/25 Members are asked to answer questions from the last meeting: and to allow for questions from electors of Dinnington to ask one question only in respect of business itemised on the agenda or on a pertinent issue that may arise; followed by the formal meeting

None received.

C67/25 Members are asked to receive and consider any reasons for absence.

Resolved: That the Council received and accepted reasons for absence from Cllr J Hall, Cllr Z Lowe & Cllr K Smallwood.

C68/25 Members are asked to receive and record any declarations of interest and if necessary, to receive written requests for dispensations for disclosable pecuniary interests and grant any requests for dispensation as appropriate

No declarations

C69/25 Members are asked to identify any agenda items which may be considered following the exclusion of the press and public, due to the confidential nature to be discussed. Under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

No items were identified for the exclusion of the press and public.

C70/25 Members are asked to approve the minutes from the Community Committee meeting held on Monday 3rd November 2025

Resolved:- That the minutes of the Community Committee meeting be approved as true record and to be signed by the Chair and kept on file.

C71/25 Members are asked to consider any feedback about Remembrance Sunday and discuss any matters related to the event.

Members noted that the Chair of Dinnington St John's Town Council did not attend the event again this year and that the Vice Chair represented the Council.

The flag outside the council offices is in need of replacing due to being ripped and the Locum Clerk confirmed that a new flag has been purchased ready for installation.

The moving road closure worked well with no issues. The Asst Clerk will send positive feedback to them.

Resolved: Members resolved for the Locum Clerk to send an email of thanks to Cllr S Scott for his personal commitment to regularly setting up the sound equipment at Coronation Park for the events in all weathers ensuring that all residents can hear the service.

Chairman Signature:



Resolved: Members also resolved that a flag should always be on display outside the council offices and an additional flag is to be purchased to be saved and put out on special occasions.

C72/25 Members are asked to discuss Christmas Festival 2025 and consider any further action:

- Report and update from Assistant Town Clerk on the arrangements for the Christmas Festival including stalls, entertainment and staffing/volunteers for the event.
- Update on the arrangements for the visits of children to see Santa on the Thursday and Friday before the switch on event
- Santa – presents and staffing/volunteering with Santa update
- Confirmation on the rides the funfair are bringing
- Location of items in the High Street

The Asst Clerk updated members that all relevant arrangements are in hand ready for the festival to go ahead, she is chasing RMBC to confirm permission to hold the event. RMBC were sent all required documentation back in September.

The road closure company have put out the relevant signage.

Newman School will be bringing approx 20 children to the Thursday session with Santa. Spaces are starting to be filled for the Friday event held for SEN children.

All presents for Santa's grotto are purchased and wrapped. A discussion was had regarding the placing of a donation box for the grotto and whilst acceptable for the events on Thursday and Friday the Locum Clerk does not feel appropriate for Saturday where a small charge has been agreed.

An email has been sent out to all Councillors requesting help at the festival but there has been a poor response, the Asst Clerk will email everyone again.

The funfair have confirmed their list of rides, mainly aimed at young children plus food trucks. The fair provided is to be asked to be mindful on where rides and food trucks are placed on the high street so as not to disrupt the shops and their trade. The required documentation from the fair has now been submitted to RMBC. The fair providers have produced their own posters for the event but they wrongly advertise the event as being open 11am rather than 12pm, this does need pointing out for future years.

The advertising leaflets and posters are ready to be distributed to schools and local shops.

C73/25 Members are asked to:

- To discuss December and January's Community Club events

December's Community Club Carol's and Mince Pies event is now advertised, Councillors will run the event therefore there is nothing further to discuss. No Community Club event is to be held in January.

C74/25 Members are asked to consider and confirm the Volunteer Policy.

The Locum Clerk updated members that she has prepared a Volunteer policy ready to be adopted and used at the Christmas Festival but it is on her laptop which unfortunately she has forgotten to bring in. There was then a discussion between members and the Locum Clerk regarding the purpose of the existing working group and who can/cannot implement the new policy. The Locum Clerk assures members that volunteers can help at the festival and sign a form confirming that they are happy to work within the requirements needed for the council insurance. Members voiced their frustration that a Volunteer policy is still on going and has already been on going for over 12 months. The Locum Clerk is to arrange a meeting of the Working group in January 2026 where she can present a policy and any required adjustments can be made.

C75/25 **Members are asked to discuss and consider the:**

- **Community Club and Bingo and Raffle Funds – banking and transparency of funds**
- **Terms of Reference for Community Club and Bingo**
- **Staffing and Volunteers at the event**

The Locum Clerk advised members that it has become apparent to her that monies from the Community Club raffle and Bingo events are not being regularly banked. Good practice is that these monies should be banked after each event and just a small amount kept as a petty cash for the purchase of tickets and prizes otherwise this could be a potential audit issue. The Locum Clerk is also concerned that there is no Terms of Reference or volunteer policy for these events either.

The Asst Clerk presented members with a breakdown of monies for the Community Club events. Currently, Councillors present at the events count the raffle money and handover to the Clerk but going forward this is to be counted and recorded in the office by council staff.

With regards to the bingo, it originally started within the Community Club but does seem to have grown in popularity and with that comes an increase in revenue which there is currently no audit trail of. It is also unclear what/if charges are made for the hire of the venue. It is felt that the bingo needs bringing back into council control and the Locum Clerk will discuss this further with the Lyric Manager.

Clarity was sought that staff will not be helping out at Community Club events, they will be organised and run solely by Councillors unless otherwise requested. The Community Club is run by Councillors and the Christmas Festival has always been an event organised by council staff. Staff working at the Summer Carnival event is to be discussed at the next meeting.

C76/25 **Members are asked to discuss and note any matters for inclusion on the next meeting.**

As discussed including:

The finances of the Community Club and Bingo.

Feedback from the Christmas Festival and anything that needs to be reviewed for next year.

It was brought to members attention that some Community Committee members are also members of the Lyric Committee which meets prior to this one but is regularly finishing earlier than expected so members are sat waiting around. It was suggested that these committee meeting's start at 6.30pm rather than 7.00pm, the Locum Clerk will ensure that this is on the next Town Council meeting for full council consideration.

C77/25 **Members are asked to note that the next meeting of this Committee will be held on Monday 2nd February 2026 at 7.00p.m.**

Meeting Closed 19.50hrs

Chairman. Signature:



